

**SUMMARY OF CHILD FIND PROCEDURES FOR PARENTS**

In compliance with federal legislation, the \_\_\_\_\_ Unified School District has established the following policies and procedure for Child Find purposes:

\_\_\_\_\_ Unified School District Policy assures that:

1. \_\_\_\_\_ Unified School District will maintain documentation of the public awareness efforts to inform the public and parents within the district's boundaries, including private and religious schools and the County School Superintendent's Office regarding homeless and home-schooled children.
2. Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records.
3. The screening will be completed within 45 calendar days of school entry.
4. The screening will include consideration of academic or cognitive skills, vision, hearing, communication, emotional, motor and adaptive development.
5. Review referral and follow-up will be done on screenings and documented in the child's cumulative file, with back up data on the district's Child Find Screening Log.
6. \_\_\_\_\_ Unified School District will maintain documentation and annually report the number of children with disabilities within each disability category that have identified, located, and evaluated.
7. For children and youth enrolled in private or religious schools, \_\_\_\_\_ Unified School District will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless of whether they are receiving services.
8. Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition, including:
  - a. transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months;
  - b. by a child's third birthday, an IEP or IFSP will be developed and implemented to ensure a Free and Appropriate Public Education; and
  - c. for children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services.
9. \_\_\_\_\_ Unified School District will refer children aged birth through two years suspected of having a developmental delay to the Arizona Early Intervention Program (AzEIP) to determine eligibility for early services, using the Child Find Tracking Form to ensure follow up within 30 calendar days of initial referral.

**Refer Parents of Children Birth to 3 to:**

Arizona Early Intervention Program

AzEIP Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Refer Parents of Youth 3 to 21 to:**

Special Education Services

Child Find Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

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